

## **Linn County Historic Preservation Commission**

### **FY 2023 Grant Application Information**

#### **Overview**

The Linn County Historic Preservation Commission is accepting grant applications from non-profit organizations seeking funds to be used for historic preservation projects. There is \$28,800 available. Typical grant awards are under \$5,000, however they are not limited to that number. Please see the Funding History link on the Historic Preservation Grant Program webpage. The following requirements must be met in order for your organization's project to be eligible:

#### **Applicant Eligibility**

Organizations must be a non-profit located in Linn County and must show proof of non-profit status, such as an IRS opinion letter establishing tax-exempt status or official articles of incorporation. If an organization is a chapter of a national group, applicants must provide documentation that their Linn County chapter is recognized by the parent chapter. Due to legal restrictions, Iowa Code Section 331.901(5), organizations under ecclesiastical or sectarian management are not eligible for Linn County grant funds.

Requirements for applicants:

- Follow the Grant Application Instructions
- Must be in compliance with all reporting requirements for any previously approved Linn County historic preservation grant.
- May not be a current Linn County Historic Preservation Commissioner nor may a current Commissioner present a grant application project on an applicant's behalf

Completed grant applications must be:

- Submitted through the online portal (no paper copies accepted)
- Consistent with the application guidelines
- Received by Linn County by the submission deadline of April 1, 2022

#### **Project Eligibility**

Projects must be aligned to one of the following categories:

##### **Artifact / Collection Preservation**

- Collecting and preserving historical artifacts, materials, places, cemeteries, or monuments
- Maintaining a historical library or collection
- Conducting historical studies or research; including National Register of Historic Places nominations;

##### **Building / Structure Treatment, Preservation or Restoration**

- Structure work for properties on or eligible for the National Register will be given priority. Applications that involve structure work are required to submit a Property Condition Worksheet and photos (see Grant Application Instructions)
- Grant funds may not be used for the purchase of physical structures, e.g., buildings.

#### Interpretive Program

- Issuing educational publications (not membership newsletters)
- Providing public lectures of historical interest
- Hosting conferences/meetings, trainings, or awareness events (e.g., genealogy research days, community digitization days, etc.)
- Or otherwise disseminating a knowledge of the history of the area to the general public.

Applicants may not receive funding for the same project from this grant program and the Linn County Board of Supervisors Witwer Trust grant program

Applicants cannot apply for more than one project per application. A separate application is needed for each project. If more than one request is in a single proposal, the entire application will be deemed ineligible.

Requests must be for expenses not yet incurred and expenses that will not be incurred prior to the notification of funding (typically July 1).

#### Requirements and Criteria

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##### 1. Grant Application Instructions

###### Historic Preservation Grant Webpage

For detailed instructions on grant eligibility, completing this form, or other additional information, please visit the Historic Preservation Grant Webpage before submitting this form. You do not need to create an account to submit a grant application.

However, you must have an account and be signed in in order to save your work and come back to it later. For instructions on creating an account for new applicants or accessing a previous account for returning applicants, visit the Grant Program Webpage.

##### 2. Required Forms and Attachments

Applications must include the following attachments:

- Project Budget (available on grant webpage and linked in the application form)
- Property Condition Form for structural projects only (linked on grant webpage)
- Proof of Non-Profit Status
- Organizational Financial Report
- Bylaws
- Disposition of Assets Plan
- Organizations IRS 900 (or 990-N or 990-EZ) and W9
- Photographs illustrating current conditions

## Timeline

Feb 1, 2022	Grant application released
March 5, 2022	Grant Briefing: Grant application Q&A Session (Virtual meeting)
April 1, 2022	Online application deadline No applications will be accepted after this date
April 20, 2022	Presentation to the Historic Preservation Commission
May 4, 2022	Applications reviewed by the Historic Preservation Commission
June 1, 2022	Appeal Deadline
June 16, 2022	Funding Announced
July 1, 2022	Funded Projects may begin
March 15, 2023	Funded projects must be complete and final report submitted